

---

Are you going to walk in the shadow of a 68% recidivism rate or stand in the sunshine?



A Guide towards the transition from Prison to College

By the Gateless Gate Zen Center

April 7, 2009

---

# Introduction

## *Dwight Stephenson*

I was released from prison after 14 years of incarceration in June 2003. I must admit, I was nervous, excited, anxious, sad, angry, confused but hopeful. I was all rolled up into one ball of human emotions. What I felt the most, though, was lost, foreign, even alien.

There was a lot to get used to. Everything seemed new. After a month of being home, I secured a job with an inventory company. Around mid-October 2003, I got in contact with a friend from prison who told me about a college program – The College Initiative – that was prisoner friendly. He remembered that I wanted to get a degree and become a social worker, so he figured that I would be interested.

We made plans to go down there together. When I arrived, my friend wasn't at the meeting place. So, I had to go alone. For all my enthusiasm, hope and determination,

I could not bring myself to go inside. I suddenly became gripped with fear and apprehension. I started to see really young-looking kids coming in and out and I felt intimidated. For some reason, I began to doubt myself. I felt I could not match up. I was outside for over an hour trying to build up enough courage to go inside. Finally, while talking to an ex-girlfriend on a pay phone, I was able to find the strength to walk inside. Once inside, I saw that I wasn't alone.

There were other former prisoners looking to “catch up” on life. Some were also pursuing social work as a profession. Knowing this sort of validated my own goals for me. College was the beginning of a beautiful new life for me. After graduating from the Borough of Manhattan Community College with honors and a degree in Human Services,

I am now three semesters away from receiving my undergraduate degree in Social Work from Lehman College (where I plan to obtain my Master's). I have also been honored with being one of 10 students statewide to receive the Belle Zeller Scholarship. The seeds for my future may have been planted in prison, but education and the connections I've made are what allow my tree to keep growing.

Name: Dwight Stephenson

Age: 37

Educational goal: Master's in Social Work

Date released: June 2003

Time in community before going back to school: 4 months

---

**Erin Carter**

I went to prison at age 21 and grew up on the inside. I had such a sense of belonging and comfort behind those gates. That was the life I knew and welcomed. I was theoretically thrown out of prison, when my EOS date came, and I didn't want to leave my "prison family". I didn't want to be released but walked out the gates on May 1, 2004, after serving an eight year sentence. All of a sudden I was a 28 years old woman expected to know how to function in the world as a mature adult without having the actual life experiences to go along with it. I experienced fear of the unknown, anxiety how to do it, and confusion of where to start. There were adjustments and challenges that lied ahead but I was committed to facing those challenges head on. I was done paying the consequences for my self defeating behaviors. The only other option was change. Wow, that is scary.

I sought employment and landed in the field of substance abuse with an agency who offers the State of Missouri DWI programs. This was perfect since I am a recovering alcoholic, a convicted DUI Manslaughter offender, and a scared woman having to face life on life's terms. I was only qualified for administrative work since I didn't have a college degree but realized life on the outside wasn't all that bad and offers great rewards. I decided to go back to college and enrolled six months after my release. I chose an adult education program so I wasn't the "old lady" among the kids out of high school. I was excited to be among other adults that were unable to complete their education because life got in the way. I am now two classes from graduating with my bachelors' degree in Criminal Justice Management. It hasn't been easy balancing life, work, and school but the reward to walk at graduation will be worth all the hard work. I will always be the same girl with the Florida Department of Corrections number. I am proud of whom that girl is but that girl has changed into a productive member of society contributing to the solution instead of the problem.

Name: Erin Carter

Age: 34

Educational goal: Bachelors Degree in Administration of Criminal Justice

Date released: May 2004

Time in community before going back to school: 6 months

---

---

# Acknowledgement

This manual could not have been created without the work done by Anna Crayton and Nicole Lindahi of the Prisoner Reentry Institute which is a part of the John Jay College of Criminal Justice. The manual was prepared under the United States Department of Education Contract No. ED-06-PO-1807.

This manual took much of the information that pertained to a national level and super imposed it on a like matrix that was specific to Alachua County, Florida. The national references were particularly important because many of the men and women coming out of prison may be headed to other parts of the country or have to draw on information from other parts of the country where they have lived.

A major addition to this document was the information from the newly created Veterans Administration Re-entry Program for Veterans.

We retained the manual matrix so that ex-offenders using this book as a reference guide in or out of prison could write notes about their particular situations in the same pages they were using.

This represents our best effort and there is no guarantee the information is correct. We have discovered that as Homeland Security roots itself into the fabric of our society there is a constant alteration of processing's. A case in point is the simple steps required for a driver's license. As of march 2009, the state of Florida came out with a whole new set procedures associated with issuing licenses and ID cards. Also, as the economy gets depressed and the politics shift, services previously available to ex-offenders are constantly being reduced or eliminated.

On the other hand, the Second Chance Act has been funded but it will take some time for the assorted agencies and organizations to create the programs and facilities envisioned by the act and then to see monies disbursed and people hired.

Information taken from the inter-net was cut and pasted from responsible agencies. There was no attempt made to re-order or interpret. The assumption is that the providers put the information there in a specific manner to represent their operations. However, references were provided so that individuals using any data could check for themselves as to the current status prior to acting on it.

I considered the inclusion of Choices which is a medical program unique to Alachua County as mandatory. To0 many ex-offenders leave prison with untreated medical conditions and part time work. Choices is funded by sales tax revenue and

---

designed to meet the needs of those working part time in need of medical assistance.

DRAFT

# Contents

- Introduction ..... 4**
  - Dwight Stephenson ..... 4
  - Erin Carter..... 5
- Acknowledgement ..... 6**
- Contents ..... 8**
- Chapter 1: Getting Started ..... 10**
  - What gives meaning to your life..... 10
  - Supporting Information..... 11
  - Start where you are now ..... 11
- Chapter 2: Gathering Basic Information..... 14**
  - Basic Information ..... 14
  - GED certificate/high school diploma or transcripts ..... 14
  - Birth, death, marriage and divorce certificates ..... 14
  - Social security card ..... 15
  - State Identification card (ID)/driver's license ..... 16
- Chapter 3: Getting a GED in Alachua ..... 20**
  - Official GED Test Information..... 20
- Chapter 4 Choices/Medicaid ..... 23**
  - Choices ..... 23
  - MEDICAID ..... 24
- Chapter 5: Florida Ready to Work..... 25**
  - Objectives:..... 25
  - How The Program Works..... 26
  - Program Components..... 26
  - Enrolment: ..... 28
- Chapter 6: Online Education ..... 30**
  - How To Conduct Research Online ..... 30
  - "Guide to Online Education" Table of Contents ..... 30
  - Paying For Online Education ..... 31
  - Online Education Trends ..... 31
- Chapter 7: College Funding..... 32**
  - Florida Work Experience Program..... 32
- Chapter 8: Santa Fe College ..... 34**
  - Santa Fe offers Associate of Arts (A.A.) ..... 34
  - Ex-Offenders (Misc Notes)..... 34
  - Financial aid-related info: ..... 35
  - Step 2: Apply for Financial Aid..... 36

Step 3: Placement Testing .....	36
Step 4: Orientation .....	37
Step 5: Register for Classes/Pay Tuition & Fees .....	37
Step 6: Get Student ID Card.....	37
FINANCIAL AID BAN FOR PEOPLE WITH DRUG CONVICTIONS.....	38
Appendix F: FAFSA CHECKLIST .....	40
<b>Chapter 9 : Incarcerated Veterans Re-Entry .....</b>	<b>41</b>
Incarcerated Veterans Q & A.....	42
Can a Veteran Receive VA Benefits While in Prison?.....	42
VA Disability Pension?.....	42
Will Your Benefits Be Automatically Resumed When You Get out of Prison? .....	43
Compensation & Pension Service - April 2006.....	43
Incarcerated Veterans Transition Program .....	43
Who is Eligible to participate in an IV-TP program?.....	45
<b>Chapter 10: Sample Resume .....</b>	<b>47</b>
<b>Chapter 10: Don't be stuck on College .....</b>	<b>49</b>
Internships.....	49
How to find programs that offer vocational certificates and .....	50
degrees:.....	50
Vocational Rehabilitation.....	51
Job Corps.....	52
Academic Programs .....	52
Community Colleges Services.....	52
How to find four-year colleges and universities: .....	54

---

# Chapter 1: Getting Started

- ✓ **Find that cosmic glue that gives meaning to your life**
- ✓ **Gather Information**
- ✓ **Start where you are**

## *What gives meaning to your life*

The first step in any effort towards self improvement is to figure out what and where you want to go. For the sake of discussion we will call this direction. Each person has to map out their own direction according to their individual circumstances. There is no one direction that fits everyone.

A simple step to help determine your direction is to list everything you are interested in doing. Now order the list according to your preferences. Then reduce the size of the list to maybe ten or twenty of the top items. Go over the list once or twice each day for maybe 20 days. Add or delete items as you determine appropriate. Over a period of time reduce the list to maybe five items. Eventually, the list will be reduced to one or two items. Remember this is a process and it has no end. Once you become active in the process of self-discovery, there is very apt to a continual unfolding of new directions.

Every direction has supporting goals that enable the individual to stay focused and may serve as a benchmark to determine progress. This step may seem complicated but it is really quite simple. Suppose you want to become a medical transcriptionist and you only have a 6<sup>th</sup> graded education with no computer skills. The first step would be to get a High School education or a General Educational Development (GED) equivalency. Then you would need to obtain basic computer skills that include email procedures, word processing and internet skills. Once you have completed these steps or goals then finding a school that teaches medical transcription.

---

## ***Supporting Information***

Survival in today's world requires all kinds of information. Most of it is generic identification that is required in day to day living. This includes items such as driver's license, identification cards, ATM cards etc. Then there is information needed that relates directly to the steps that support your goals. This may be items like scholastic records, transcripts, diplomas, awards, certificates etc. Acting on the assumption that you are in prison, there is a good possibility that you have none of these papers or documents. At this stage, it is helpful to first identify what you need and then list where you might go to get them.

### ***Start where you are now.***

Most likely you are in prison or jail if you are reading this guide. That does not mean there is nothing you can do to get started traveling along your direction. There are several steps you can take that require a little creativity.

The first and most helpful is to make a bunch of lists. Do the best you can immediately and over time you can refine these lists as your memory works on the problems and fills in the holes. These lists include employers, schools attended, residences, assorted court actions and charges, arrests etc. Each entry will most likely require a date, address, contact point etc. This is information that will be needed for job application, résumés, training programs, loans etc. Start the information gathering process by writing government agencies, friends and so forth to get the relevant documents and information. It may seem like an impossible task in prison or jail but remember the more you get done now is the less frustrated you will be later trying to figure it all out.

Every self improvement goal requires reading, retention and communication. These are not skills that automatically appear when you go to school or get into a training program. They are developed over time but remain essential to success in both learning and in the work place. A good starting point in prison or jail is to get a good book out of the library. Each day, read a page and then write a paragraph on what you just read. Write a simple paragraph of maybe four or five sentences and then take the paragraph to someone in your dorm to correct for sentence structure, organization and information. After a couple of months expand the exercise to a chapter in a book and you write a page of say 4 paragraphs. Done daily, this will improve the necessary basic skills required to support any educational goals, training program or work place.

Think in terms of doing a few correspondence courses. If you already have a GED or high school diploma and have some time before your release from prison, you might consider earning college courses while incarcerated. If you are housed at a prison that does not provide college courses, your

---

only option for earning college credit is through correspondence courses. Perhaps the best resource to turn to if you are interested in enrolling in correspondence courses is the *Prisoners' Guerrilla Handbook to Correspondence Programs in the United States and Canada* by Jon Marc Taylor. This is a comprehensive handbook on correspondence courses that are available to people in prison. Because the most recent edition of the handbook – the 2nd edition – was published in 2002, the costs of these programs may have increased. However, the handbook is a helpful tool that provides detailed program overviews and contact information. Also note that as of the writing of this document the publisher has announced the 3rd edition will be released shortly. If your correctional facility library or education department does not have a copy, you can find out more about ordering a copy by writing to one of the following addresses:

**2nd Edition:**

Prison Legal News  
2400 Northwest 81st Street  
Seattle, WA 98117 PMB 103

**3rd Edition:**

Biddle Publishing Company  
13 Gurnet Road  
Brunswick, ME 04011

Also, check with the staff in your correctional facility's education department. They can help you research programs and make sure you enroll in an accredited correspondence course.

Any correspondence course or program is apt to be expensive. This is especially true in an age where correspondence courses and programs are being converted to 'extended or off campus' learning programs through the internet. Think in terms of creating a network of supporters that will bear a portion of the expenses.

Regardless of where you are, the hurdles towards getting an education are going to be challenging on the order of Mt. Everest. Break each obstacle down into its part and a lot of the challenges will become easily manageable.

Never take no for an answer. There is always a proper way to address every obstacle. Instead of accepting no or it can't be done, turn the challenge around to the person giving it to you and asked for the proper appellate procedure. If that fails, simply climb the chain of command till you get a proper solution to the problem. Be sure to collect names, dates, times and places along the line.

In most cases, people will be more than happy to help if you can offer them a way to solve the problem or offer a reason why in a way that makes them look good.

---

Stay focused on your direction and be assertive but not aggressive or passive. The rest of your life starts now.

## The Bottom Line

Statistics on earnings and employment for the year 2006  
U.S. Department of Labor

Education	Unemployment	Median Weekly Earnings	
High School	4.3 %	\$595	
Associate's Degree	3.0 %	\$721	
Bachelor's Degree	2.3%	\$962	

# Chapter 2: Gathering Basic Information

- ✓ Identify Basic Information required to support training, employment and education
- ✓ List multiple means and contact points for obtaining information

### ***Basic Information***

#### ***GED certificate/high school diploma or transcripts***

Copies of your diploma, GED, or transcripts will be important when applying to education programs and for jobs. If you are in prison, staff of the education department at your facility may be able to help you get these documents. If you graduated from high school, contact the central office of the school district where your high school is located. If you earned your GED, contact the GED office where you took the GED test.

#### ***Birth, death, marriage and divorce certificates***

These certificates will be helpful when you are trying to obtain other forms of identification, like a state identification (ID) card or driver's license, after your release. A fee is required to get an official copy of your certificate and it varies by state.

Write a request to the Bureau of Vital Records in the state where you were born. Note that the name of this office may vary slightly from state to state. In some states it is called the Office of Vital Records, the Division of Vital Statistics, or something similar.

In your request, include the name on the certificate, your date of birth, the city and county where you were born, and your mother's full maiden name. You should also include your father's full name if it appeared on the original certificate. You will also have to include proof of identification. You can usually use a prison ID and documentation of the prison address.

---

The Office of Vital Statistics can provide birth, death, marriage and divorce documentation:.

**Mail:**

Office of Vital Statistics  
Attn: Customer Services  
P.O. Box 210  
Jacksonville, FL 32231-004

**Phone:**

(904) 359-6900 extension 9000  
M-F 8:00 - 5:00 Eastern Time  
Credit card orders will be accepted 24 hours a day, 7 days a week through the VitalChek network at: 1-(877)-550-7330 (automated voice system. An additional \$10 rush fee and \$5 VitalChek fee is required.

**Internet:**

[http://www.doh.state.fl.us/Planning\\_eval/Vital\\_Statistics/birth\\_death.htm](http://www.doh.state.fl.us/Planning_eval/Vital_Statistics/birth_death.htm)

VitalChek is an internet company that will get birth and death certificates as well as marriage records and divorce records from over 300 state locations for a fee. They can be reached at: <http://www.vitalchek.com/#>

***Social security card***

Your social security number is required to access services and apply for jobs, education programs, and financial aid. Social security cards are free. If you are in prison, talk to your counselor or case manager about getting your social security card. The U.S. Social Security Administration will not accept an application directly from a person in prison so you must have a corrections staff member help you.

If you are no longer in prison, fill out a SS-5 form. To request a form, call the U.S. Social Security Administration at 1-800-772-1213.

You will need to show proof of identification such as a driver's license, passport, marriage or divorce record or a certification from the prison. Mail the completed form with a copy of your identification to your local social security office. You can get the address for your local social security office when you call and request a form or go online. Go to: <http://www.ssa.gov> and click "Find a Social Security office."

---

Please cite as: Crayton, Anna and NicoleLindahl. 2007. *Back to School: A Guide to Continuing Your Education after Prison*. New York, NY: Prisoner Reentry Institute, John Jay College of Criminal Justice.

Social Security Administration office in Alachua is:

Address: SOCIAL SECURITY  
1610 NW 23 AVE  
GAINESVILLE, FL 32605

Phone Numbers: Local Number (352) 375-4178  
Toll-Free 1-800-772-1213  
TTY(352) 375-6198

### ***State Identification card (ID)/driver's license***

**In some states you will not be able to get a state ID card, including a driver's license, while you are in prison. Procedures for which forms of identification are required and how to apply for a state ID vary from state to state.**

If you are in prison, check with your counselor or case manager to find out the best way to get a state ID or driver's license.

If you are no longer in prison, go to the state agency responsible for issuing driver's licenses or visit its website for more information. Typically, this agency is called the Division or Department of Motor Vehicles, Department of Transportation, or Department of Public Safety. Search the Internet using terms like "Department of Motor Vehicles" and "Department of Transportation." Be sure to include the name of your state as a search term. The state website usually includes a directory of local offices.

Please cite as: Crayton, Anna and Nicole Lindahl. 2007. *Back to School: A Guide to Continuing Your Education after Prison*. New York, NY: Prisoner Reentry Institute, John Jay College of Criminal Justice.

---

## **Florida**

### **What do I need to bring to obtain a Florida Driver License or identification Card?**

United States Citizen [proof of identity](#).

- Non-United States Citizen [proof of identity](#).
- Proof of Social Security number, if issued Chapter 322, Florida Statutes, requires the Department to collect social security numbers for the issuance of driver license and identification cards.
- Proof of residential address
- Proof of completion of a Traffic Law & Substance Abuse Education Course or license from another state, country, or jurisdiction.

#### **New Resident**

- United States Citizen [requirements](#).
- Non-United States Citizen [requirements](#).
- Other pertinent [information](#) regarding vehicle registration, tags, and titles.

#### **Part-time Resident**

- Drivers who hold a Class E license and are part-time residents may elect to retain their valid out-of-state license and receive a Florida license which states "Valid in Florida Only."

#### **Lost or Stolen Licenses/Identification Cards**

- United States Citizen [proof of identity and requirements](#), or apply [online](#)
- Non-United States Citizen [proof of identity and requirements](#).
- The replacement license fee is \$10 and the replacement identification card fee is also \$10.

#### **• Replacement Licenses**

- Florida law requires residents, within 10 days of changing their name or address, to obtain a replacement license. The fee is \$10. The incorrect license must be surrendered to the Division.
- United States Citizens: Address changes may be done by [online](#) or by [mail](#). A sticker will be produced which is affixed to the back of the license.

- 
- Non-United States Citizen [requirements](#).

- **Florida Identification Card**

- United States Citizen proof of identity and requirements [proof of identity and requirements](#).
- Non-United States Citizen proof of identity and requirements [proof of identity and requirements](#).
- Proof of Social Security number if issue Chapter 322, Florida Statutes, requires the Department to collect social security numbers for the issuance of driver license and identification cards.
- Proof of residential address
- Any person who is 5 years of age or older, or any person who has a disability, regardless of age, who applies for a disabled parking permit under s. 320.0848, may be issued an identification card.
- No test required.
- An original identification card is \$10. Apply [on-line](#) or in person at a [driver license office](#).
- To renew an identification card is \$10. Apply [on-line](#) or in person at a [driver license office](#).
- A replacement identification card is \$10. Apply [on-line](#) or in person at a [driver license office](#).
- Address change \$10: Apply [on-line](#), by [mail](#), or in person at a [driver license office](#).

*Identification Cards Online*  
*You may apply online using the [GoRenew](#) for the following Identification Card services:*

- Original ID card if you already have a license record on file.
- Renewal ID Card.
- Replacement ID Card if yours was lost/stolen/destroyed or if you need an address change.

Florida Drivers License Basic information: If you know you have a problem with your driver license, please visit our ([Driver License Check](#) - <https://www6.hsmv.state.fl.us/DLCheck/main.jsp>) first. Simply enter your Florida driver license number and we'll tell you what issues are outstanding. Once you resolve the issues, you may return here for more options. <http://www.flhsmv.gov/html/online.html>

If you know you have issues relating to your motor vehicles, mobile homes or vessels, please visit our ([Motor Vehicle Check](#) -

<https://www6.hsmv.state.fl.us/rrdmvcheck/mvchecking> )for first resolution. You may enter your vehicle identification number or title number. Once you resolve those issues, you may return here for more options.

Department of Highway Safety & Motor Vehicles  
1-850-617-2000

## Offices in Alachua County

### Driver License Offices

Driver licenses, driving tests and ID Cards

City	Street Address	Phone Number	Office Hours	Comments
Gainesville	5830 NW 34th Street 32653-2115 <a href="#">Map to location</a>	(352) 955-2111	Mon-Fri 8am-5pm	<a href="#">Make Appointment Online-All Services</a> CDL Hazmat  Cash, Check, MasterCard, Discover Card, or American Express Accepted - <a href="#">See Fee Schedule</a>
Gainesville	5301 NE 39th Avenue 32609-2606 <a href="#">Map to location</a>	(352) 334-1760	Mon-Fri 8am-5pm	(CDL Skill Tests Only)  Cash, Check, MasterCard, Discover Card, or American Express Accepted - <a href="#">See Fee Schedule</a>

### Under Suspension - Need Driver License for Work

Hardship Driver Licenses - (352) 955-2030  
2815 NW 13th Street, Suite #302, Gainesville, 32609-2861

---

## Chapter 3: Getting a GED in Alachua

---

- ✓ Identify Basic Information required to obtain a GED in Alachua, Florida.
- ✓ Identify location and contact points to start the process.

### *Official GED Test Information*

The Adult Education department at Santa Fe College **does not** administer the official GED Test. We prepare students to take the exam and offer Official GED Practice Tests. No fee is charged to students preparing for the GED.

Students, who are 18 or older, can take the GED at any time. However, it is recommended that before taking the test and spending \$70, the student take Official GED Practice Tests. To take these practice tests at SFCC, a student must follow the registration process as listed on the “How to Sign Up” page.

It is recommended that students score at least 10.0 or higher on the TABE in reading, language, and mathematics before taking the actual GED exam. Students may also want to brush up on essay writing. Once a student takes the TABE, a staff member will go over the results and recommend what classes are needed or if the student is ready to take Official GED Practice Tests.

After a student has achieved passing scores on all sections of the practice test (Language Arts: Writing, Science, Social Studies, Language Arts: Reading, and Mathematics), an Adult Education instructor will sign a letter with the student’s test scores and refer the student to the Alachua County School Board located at the Kirby Smith Building for testing registration.

Students must register for the official GED exam at the Kirby Smith Boardroom on Fridays between 1:00 p.m. and 3:00 p.m. \*Registration will be every Friday beginning August 15th except October 24th, November 28th, December 26th and January 2nd. The last day for registration will be June 19th, 2009. For questions on alternate times, call 955-7654, ext. 393. When attending registration, be sure to have the signed letter with practice test scores and a Florida picture ID. You

---

should also know your social security number. Current fees for the GED test are \$70 for the complete test and \$14 per section for retakes. Fees must be paid, in CASH or MONEY ORDER ONLY, at the time of registration.

Also, students should take their picture IDs and social security cards to the testing area—Alachua Downtown Library--on their scheduled test date. You will be given a map with directions one the day you register. Call Kirby Smith for further information. 352-955-7654 ext. 393 <http://admin.sfcollege.edu/~acres/adulted/GED.HTM>

---

The starting point for GED training is:

Adult Education SFCC Downtown

Ms. Laura Predny (352) 395-4496

Office Hours: AM: Mon-Thurs 9am to 12pm

PM: Mon & Tues 5pm to 6:30pm

---

Ex-Offenders are required to provide the following information:

Fill out the Disciplinary Disclosure Form

1. Provide a copy of your arrest records or incident reports
2. Provide a copy of official documents verifying you have completed, or are in compliance with, court ordered sanctions.
3. Provide a copy of your information sheet or charging document, disposition of the court sanctions.
4. Staple all documents together with the Disciplinary Disclosure Form. Remember to include your SFCC ID number on the form.

Turn in completed packet to the Records Desk in R-101 (Records and Admissions)  
(352) 395-5450

Complete Packets may be submitted, Mailed or Faxed to:

Office of the Registrar, Santa Fe College

3000 NW 83<sup>rd</sup> Steet

Gainesville, Florida 32606

---

Bldg. R, room 101

Fax: (352) 395-4129

DRAFT

---

# Chapter 4 Choices/Medicaid

- ✓ Understand objectives of program.
- ✓ Qualifications of program.
- ✓ How to enroll program.

## Choices

CHOICES Health Services covers Ambulatory and Outpatient Services which are covered by Medicare unless explicitly stated as excluded by the Plan. Ambulatory and Outpatient Services are those services provided in a physician or other healthcare provider's office or outpatient facility and does not include confinement. CHOICES also covers the following services which are excluded fully or partially by Medicare.

[http://www.alachuacounty.us/assets/uploads/images/css/choices/CHOICES\\_Summary\\_of\\_Services\\_and\\_Benefits.pdf](http://www.alachuacounty.us/assets/uploads/images/css/choices/CHOICES_Summary_of_Services_and_Benefits.pdf)

- Dental Services
- Family Planning Services
- Immunizations
- Routine Physicals
- Vision Services

## Enrollment Criteria

To enroll in the CHOICES Health Services Program, applicants must meet the following eligibility criteria:

- Age 18 – 64\*
- U.S. Citizen or permanent resident
- Alachua County resident
- Employed an average of 100 hours monthly
- Not eligible for Medicaid or Veterans benefits
- No health care coverage or unaffordable employer health benefits (affordability criteria apply)

---

Size of Family Unit ) 1 Gross Annual Household Income\* (at or below)  
\$21,660.00 Gross Monthly Household Income\* (at or below) \$1,805.00  
<http://www.alachuacounty.us/government/depts/css/choices/eligibility.aspx>

**Point of Contact:**

**CHOICES Program and Enrollment Questions**

CHOICES Health Services 352-264-6772

Office Hours 8:30 a.m. - 5:00 p.m.

Email: [CHOICES@alachuacounty.us](mailto:CHOICES@alachuacounty.us)

***MEDICAID***

**UNITED WAY 211 FOR NORTH CENTRAL FLORIDA**

**Medicaid Provider List**

This is a non-exhaustive list of Medicaid providers we have identified for our area. If you know of any others, or would like to propose a change or deletion for this list, please contact us at (352) 332-4636. For information about the Medicaid Program, please contact:

**Medicaid Program Office (386) 418-5350**

Center for Healthcare Administration

14101 NW Hwy 441, Suite 600

Alachua, FL 32615

**DCF Economic Self Sufficiency (866) 762-2237**

Medicaid/Medically Needy Medicare/QMB/SLMB

1600 NE 16 Avenue, Bldg D

Gainesville, FL 32602

(866) 762-2237

<http://www.dcf.state.fl.us/ess/medicaid.shtml>

<http://www.unitedwayncfl.org/CMFiles/Docs/MCAID06.pdf>

---

# Chapter 5: Florida Ready to Work

- ✓ Understand objectives of Florida Ready to Work
- ✓ Understand Program Components
- ✓ How to enroll program.

## Florida Ready to Work

(<http://floridareadytowork.com/aboutprogram/>)

### Objectives:

Florida Ready to Work is an innovative, new workforce education and economic development program. The centerpiece of the program is the Florida Ready to Work credential, a career readiness certificate – signed by Governor Charlie Crist – that certifies that a Florida student/jobseeker has the fundamental job skills necessary to succeed in today’s rapidly changing and competitive economy.

Florida Ready to Work is sponsored and funded by the State of Florida. The program is administered by the Florida Department of Education in partnership with the Florida Agency for Workforce Innovation.

The program is being implemented by regional workforce boards, community colleges, high schools, and other workforce development and education partners statewide.

Florida Ready to Work ...

- Provides *student/jobseekers* with a standard credential that certifies their workplace readiness and ability to succeed on the job.
- Saves *employers* time and money by taking the guesswork out of the hiring process.
- Helps *educators* and *workforce development partners* prepare today’s students/jobseekers for tomorrow’s jobs.

- 
- Helps attract businesses with high-wage jobs to *Florida* which will grow Florida's economy.

The program is funded by the State of Florida. There is no cost – other than time – for jobseekers or employers to participate in the program.

### ***How The Program Works***

Here's how Florida Ready to Work "works" for students and jobseekers:

- The student/jobseeker signs up to participate in the program at a participating Assessment Center – high school, regional workforce board one-stop center, community college, technical center or other program partner.
- The student/jobseeker takes online Placement tests in three skill areas: Applied Mathematics, Reading for Information and Locating Information. Research shows that these tests measure the fundamental "workplace" math, reading and problem-solving skills required for more than 85 percent of all jobs today.
- If the Placement tests show that the student/jobseeker needs improvement in any of the skill areas, the program provides free online Courseware. The online Courseware can be accessed from any computer anywhere, anytime.
- When ready, the student/jobseeker takes the proctored Assessments in Applied Mathematics, Reading for Information and Locating Information at a participating Assessment Center.
- The student/jobseeker is awarded a Florida Ready to Work Credential, signed by Florida Governor Charlie Crist.
- The student/jobseeker provides the credential to potential employers as proof that they have the skills to get the job done.
- Employers request and use the credential when advertising and hiring new employees and to evaluate the skills of current employees.

### ***Program Components***

1. **Skill Building** – Once a jobseeker has enrolled in the program, the first step is to take an online Placement test in each of the Florida Ready to Work skill areas – Applied Mathematics, Reading for

---

Information and Locating Information. The program offers online Courseware to help student/jobseekers develop their skills, improve their scores and prepare for the job they want. The online Placement tests and Courseware are free and can be accessed from any computer, anywhere, anytime.

2. **WorkKeys®Assessments**– To earn the Florida Ready to Work Credential, a student/jobseeker must take three proctored Assessments- Applied Mathematics, Reading for Information and Locating Information.

These three Assessments were selected because 1) research shows that these three fundamental skills are necessary for more than 85 percent of all jobs today; and 2) these core skills are the basis for most other career readiness programs across the country, providing national portability.

The Assessments are generally scored on a scale from 3 to 7. The higher the student/jobseeker scores, the greater his/her ability to perform more complex tasks and qualify for a broader range of jobs. Student/jobseekers can re-take the Assessments to improve their score at any time.

3. **Florida Ready to Work Credential** – The personalized certificate, signed by Governor Charlie Crist, that shows a student/jobseeker is ready to work. There are three credential levels – bronze, silver and gold. To earn a bronze credential, the student/jobseeker must score a minimum of 3 on each test (math, reading and locating information). For silver a minimum of 4 is required, and for gold a minimum of 5 is required. The credential level – bronze, silver, gold – is determined by the minimum or lowest score across all three tests. For example, a student/jobseeker who scores a 4 in math, 4 in reading and 3 in locating information earns a bronze certificate because the lowest of the three scores is 3.
4. **Work Habits** – Work Habits measures workplace attitude, behavior and character skills: interpersonal interaction; listening and speaking; cooperation and respect; self management; resource management; time management; quality management; customer service; and problem solving. Work Habits is recommended but not required to earn the Florida Ready to Work credential. Student/jobseekers who successfully complete Work Habits receive a “Work Habits Certified” seal on their Florida Ready to Work credential.
5. **Job Profiling** – The process for identifying the fundamental skills and skill levels necessary for a specific job/occupation.

---

Job profiles are developed by trained and certified job profilers. The process includes collecting job task information from the company, interviews/focus groups with employees and managers, on-the-job observation of employees at work, and review/analysis of national job data. The result is a detailed, customized report listing all job-related tasks, key skills and corresponding skill levels required for the job.

More than 13,000 jobs have been profiled nationally; many more than one time. For example, an emergency room nurse and a nurse in a doctor's office have similar job titles, but each job requires different skills and different skill levels.

Florida Ready to Work takes the job profiles for similar jobs, like a nurse, and develops an occupational profile. The occupational profile lists the skills and skill levels required for the occupation.

Students/jobseekers can use these occupational profiles to explore careers, identify occupations for which they are qualified, and pinpoint the skills they need to improve in order to compete for the job they want.

***Enrolment:***

**City College Gainesville**

*Open to Students and Public*  
2400 Southwest 13th Street  
Gainesville, Florida 32608  
(352) 335-4000  
[www.citycollege.edu](http://www.citycollege.edu)

**Employ Florida Banner Center for Biotechnology**

*Open to Students and Public—Appointment Required*  
13706 Innovation Drive  
Alachua, Florida 32615  
(386) 462-3181  
[http://cerhb.rqp.ufl.edu/education\\_index.html](http://cerhb.rqp.ufl.edu/education_index.html)

**FloridaWorks**

*Open to Public – Appointment Required*  
4800 Southwest 13th Street  
Gainesville, FL 32608  
(352) 244-5170  
[www.floridaworksonline.com](http://www.floridaworksonline.com)

---

**Santa Fe Community College**

*Open to Students and Public*

3000 Northwest 83rd Street

Gainesville, FL 32606

(352) 381-3820

[www.sfcc.edu](http://www.sfcc.edu)

DRAFT

---

## Chapter 6: Online Education

---

- ✓ Understand objectives of program.
- ✓ Qualifications of program.
- ✓ How to enroll program.

Guide to Online Education: Whether you are just starting to think about going back to school or you've made up your mind to finally finish your degree, our *Guide to Online Education* will help answer your questions about the vast and often confusing world of distance learning and online education.

As eLearners enters its ninth year of existence, we have compiled personal experience, industry research, internal emails, and collective knowledge to create the definitive guide to online education.

Read "The Guide to Online Education" offline as an eBook.  
[Download it today.](#)

[How To Conduct Research Online](#)

If you're of the mindset that you haven't stepped foot into a library in years and you're not going to start now, then read these steps to [conduct research online](#).

See all the [Online Education How-To Guides](#).

### **"Guide to Online Education" Table of Contents**

- Online Education Basics
  - [Making the decision to go to school online](#)
  - [The different types of online education](#)
  - [Comparison of online education providers](#)
- Online Education In-Depth
  - [What the research says about online education](#)

- 
- [Real adults enrolled in online degrees](#)
  - [Online education "How-To" guides](#)

### ***Paying For Online Education***

- [Getting someone else to pay for your degree](#)
- [Paying for an online degree yourself](#)
- [Borrowing the money for an online degree](#)

### ***Online Education Trends***

- [Hot topics in online education](#)
- [Guide to online graduate degrees](#) **New!**
- [Online degree "mi](#)

SOURCE: <http://www.elearners.com/guide-to-online-education/>



# Chapter 7: College Funding

- ✓ Understand objectives of program.
- ✓ Qualifications of program.
- ✓ How to enroll program.

## *Florida Work Experience Program*

### Program Description

The Florida Work Experience Program (FWEP) is a need-based program providing eligible Florida students work experiences that will complement and reinforce their educational and career goals. FWEP is a decentralized program, and each participating institution determines application procedures, deadlines, student eligibility, and award amount.

What are the Initial Eligibility Requirements to Receive Funding?

The student will:

- Meet Florida’s residency requirements for receipt of state student financial aid by maintaining Florida residency for purposes other than education for a minimum of 12 consecutive months prior to the first day of class of the academic term for which funds are requested. A student’s residency status is determined by the postsecondary institution. An applicant who has questions regarding residency status should contact the financial aid office of the institution he/she plans to attend.
- Not owe a repayment under any state or federal grant or scholarship program unless satisfactory arrangements to repay have been made.
- Not be in default on any federal Title IV or state student loan program unless satisfactory arrangements to repay have been made.
- Not have previously received a baccalaureate degree.
- Enroll for a minimum of six credit hours per term at an eligible postsecondary institution currently participating in FWEP in an

---

associate or baccalaureate degree program.  
- Have earned a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale for all college work.

Source: [Florida Department of Education](#)

Florida Higher Education Agency:  
<http://www.floridastudentfinancialaid.org/>

DRAFT

# Chapter 8: Santa Fe College

- ✓ Understand objectives of program.
- ✓ Qualifications of program.
- ✓ How to enroll program.

**Santa Fe offers Associate of Arts (A.A.)** degrees that assist you in transferring to most colleges and universities. In addition, we offer over 80 career fast-track career programs to assist you in entering the work force.

*Please allow time for evaluation and processing once paperwork is received. Check your [eSantaFe](#) account for a personalized checklist of what still needs to be turned in.*

1. Residency Form (can be downloaded from [www.sfcollege.edu](http://www.sfcollege.edu))  
\*\* Residency requirements can be found at [www.facts.org](http://www.facts.org).
2. Official High School Transcript (with graduation date) or proof of GED
3. Placement Test (ACT/SAT/CPT less than 2 years old) or proof of college-level Math & English at a regionally accredited institution passed with a “C” or better official Score Report(s) from testing service(s) for AP, IB, CLEP, and/or DANTES, if applicable.
4. Official College Transcript (from all post-secondary schools attended)
5. *Previous degree students-* Proof of Previous Degree - (AA or higher)
6. *Transient Students-* Transient form or letter ([www.facts.org](http://www.facts.org)), if applicable

## ***Ex-Offenders (Misc Notes)***

### **General info:**

Any indication of criminal history on the admissions form triggers a review through the petitions committee, and some students will simply not be allowed on campus, no matter the circumstances of their release. Multiple gun convictions, a rape conviction: these are the kinds of records that will frequently lead to a denial of admissions. Also, numerous arrests and convictions on drug charges will likely be assessed very negatively by the committee.

---

Typically juvenile records are not investigated—though if the student volunteers information of about a juvenile record, then the college is obliged to look into it.

Prospective students who have been released free and clear are eligible for immediate admission (though they must nevertheless go through the petitions process and may be denied admission, based on the type and severity of their crimes). Those who have been released on probation must have served at least six months of that probably before they can be considered for admission. Such applicants should provide a letter from their probation officer in their application/petitions file.

Applications should include a high school transcript that indicates the actual graduation date (assuming a regular diploma was granted). If student did not earn a regular diploma, he or she needs to go through the GED program and earn a GED.

***Financial aid-related info:***

Students must be registered for at least 6 credit hours (two classes, typically) to be eligible to receive financial aid.

Faculty must also have indicated online that the student has attended these classes before the financial aid will be disbursed.

After December 31, student may begin applying for financial aid for the coming academic year (which begins with Summer B—this year those classes start July 1).

March 1 is the early/prime deadline for Summer B/Fall financial aid.

Financial aid applications are available online

Ex Offenders are required to provide the following information:

Fill out the Disciplinary Disclosure Form

Provide a copy of your arrest records or incident reports

Provide a copy of official documents verifying you have completed, or are in compliance with, court ordered sanctions.

---

Provide a copy of your information sheet or charging document, disposition of the court sanctions.

Staple all documents together with the Disciplinary Disclosure Form.

\*Remember to include your SFCC ID number on the form.

Turn in completed packet to the Records Desk in R-101 (Records and Admissions) (352) 395-5450

Complete Packets may be submitted, Mailed or Faxed to:

Office of the Registrar, Santa Fe College

3000 NW 83<sup>rd</sup> Steet

Gainesville, Florida 32606

Bldg. R, room 101

Fax: (352) 395-4129

### **Step 2: Apply for Financial Aid**

To obtain federal, state and institutional **financial aid** (including many scholarships) you must complete and file the Free Application for Federal Student Aid (FAFSA). You may pick up a copy of the application in R-122 at the Northwest campus, at any of our centers, or you may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### **Step 3: Placement Testing**

Take the CPT, which is given on a walk-in basis in G-25. *You may be exempt if you can provide at least one of the following:*

- 1. College-level SAT or ACT test scores that are less than two (2) years old. SAT scores must be at least a 440 Verbal and a 440 Math to be used. ACT scores must be at least a 17 in English, 18 in Reading and a 19 in Math.*
- 2. College-level math and English courses at a regionally accredited institution that you have passed with a C or better.*

**NOTE:** ALL First-Time-in-College (freshmen) AA-degree seeking students beginning in Fall 2009 who are exempted from taking the CPT based on their ACT or SAT scores, will be required to take the College Level Math (CLM) portion of the CPT. Please [click here](#) for a list of Florida colleges who

---

*administer the CLM. If you do not see a college near you, arrangements can be made to take the CLM by contacting Ed Braddy, SFC [Assessment Center](#), at 352-395-5509.*

#### **Step 4: Orientation**

Students should schedule an appointment for orientation through their [eSantaFe](#) account. Students who attend on-campus orientation will meet with an advisor and register for classes during orientation. New students are strongly encouraged to come on campus for orientation but may complete this program online if necessary. *Note: Students who complete online orientation will be assigned a registration date one day after the last day of orientation. Students who do online orientation will only be able to meet with an advisor after they have successfully completed their online orientation session.* Students who complete online orientation may view their appointment time and date through [eSantaFe](#), where they may register on or after their appointment date. Students who complete online orientation should also visit their advisors prior to registration.

#### **Step 5: Register for Classes/Pay Tuition & Fees**

Students must register for classes online through [eSantaFe](#). All money owed to SFC must be received by 4:00 p.m. on the fee deadline. After the initial fee deadline, fees are due by 4 p.m. on the next business day after a student registers. Check the college calendar to see when fees are due.

#### **Step 6: Get Student ID Card**

Students may pick up their student ID card in S Building, Room 147, between the hours of 8:00 a.m. and 9:00 p.m. on Mondays thru Thursdays, and from 8:00 a.m. until 4:30 pm on Fridays, when classes are in session. Students will be asked to present their paid fee slip in order to be issued a card.

---

## **FINANCIAL AID BAN FOR PEOPLE WITH DRUG CONVICTIONS**

### **How does my conviction record affect my ability to receive financial aid?**

According to federal law, students are unable to receive any federal aid, including grants, loans, and work-study, if they were convicted of a drug-related offense while receiving federal financial assistance. This federal law cannot be altered by the states. However, you may still qualify for federal financial aid if a certain period of time has passed since your conviction(s) or if you have completed drug treatment.

### **How long will I be unable to receive financial aid if I was convicted of a drug related crime while receiving financial**

**aid?** It depends on the type and frequency of your offense(s).

#### **Drug Possession**

First-time convictions: one year of ineligibility

Second offenses: two years of ineligibility

Third offenses: indefinite ineligibility

#### **Sale of a Controlled Substance**

First-time convictions: two years of ineligibility

Subsequent offenses: indefinite ineligibility

### **If the type and frequency of my conviction(s) make me**

**unable to receive aid, what are my options?**

#### **You can still receive financial aid if:**

The convictions have been removed from your record; or You complete an acceptable drug treatment program.

#### **An acceptable drug treatment program must include two random drug tests. It must also meet one of the following criteria:**

Be qualified to receive funds from federal, state, or local governments. Be qualified to receive funds from a federal or state licensed insurance company. Be administered or registered by a federal, state, or local government agency or court. Be administered or recognized by a federal or state licensed hospital, health clinic, or medical doctor.

---

Drug treatment programs offered in prison often meet the above criteria. To find out whether a program qualifies as an acceptable drug treatment program, ask the program staff.

## How should I answer FAFSA Question 31, which asks whether I have been convicted of possession or sale of illegal drugs?

Question 31 on the FAFSA asks “Has the student been convicted for the possession or sale of illegal drugs for an offense that occurred while the student was receiving federal student aid (grants, loans, and/or work-study)?” To view more information from the U.S. Department of Education about Question 31, go to: <http://www.fafsa.ed.gov/before013.htm>.

### **Paper applications**

If you leave the question blank, the paper form will not be processed. If you answer “yes” on a paper form, you will receive a Student Aid Eligibility Worksheet for Question 31 in the mail along with your SAR. The worksheet will ask you a series of questions that will determine your eligibility for aid, and will give you instructions for changing the information on your SAR. Once you have made the changes, send back your SAR to the address provided.

### **Online applications**

If you complete the FAFSA on the internet, you won’t be able to move past this question until you provide an answer. If you answer “yes” on the internet form, you will immediately be asked a series of questions that will determine your eligibility for aid. Until you answer the questions, you will not be allowed to move on to the next FAFSA question.

### **Important Warning**

*The warning on the FAFSA reads: “If you get federal student aid based on incorrect information, you will have to pay it back; you may also have to pay fines and fees. If you purposely give false or misleading information on your application, you may be fined \$20,000, sent to prison, or both.” We strongly advise you to provide accurate information when completing the FAFSA.*

---

## **Appendix F: FAFSA CHECKLIST**

*Adapted from the National Association of Student Financial Aid Administration  
Financial Aid Application Checklist (2006)*

### **Date Due**

- \_\_\_\_\_ Request financial aid information from the school(s) where you are planning to apply. Ask for information on both need-based and non-need-based grants and scholarships.
- \_\_\_\_\_ Request information from your state about all state student aid programs.
- \_\_\_\_\_ Check your local library for private sources of financial aid. Also, see the list of websites supplied on page 47 of this guide for scholarship search engines.
- \_\_\_\_\_ If you plan to file your FAFSA via the internet, go to: <http://www.pin.ed.gov> to obtain a Personal Identification Number (PIN). You will use this number to identify yourself throughout the federal financial aid process.
- \_\_\_\_\_ File your Free Application for Federal Student Aid (FAFSA) as soon as possible. Be sure to complete and submit information for any financial aid you are applying for from your state or school(s).
- \_\_\_\_\_ Respond quickly to any requests you receive from your school regarding your application. You might be asked to provide additional information.
- \_\_\_\_\_ Ensure your Student Aid Report (SAR) is accurate. You will receive your SAR after you have submitted your FAFSA.
- \_\_\_\_\_ Carefully read all application materials and financial aid notifications for due dates and conditions for receipt or renewal of award.
- \_\_\_\_\_ Promptly sign and return your financial aid award letter if your school requires your signed acceptance of the aid being offered. Contact the financial aid office if you have any questions about your award.
- \_\_\_\_\_ If you applied for assistance but no longer wish to attend the school, notify the financial aid office as soon as possible.
- \_\_\_\_\_ Complete the promissory note for any loan(s) you are offered and wish to accept. Before you sign the promissory note, make sure you read and understand all of your rights and responsibilities. Check with the financial aid office regarding any loan counseling you must complete before you may receive the loan proceeds.
- \_\_\_\_\_ If you have been awarded work-study assistance, find out from the school's work-study coordinator how students are placed in work-study positions and what positions are available, including descriptions of job responsibilities and wages.
- \_\_\_\_\_ Notify the financial aid office of any outside or private scholarship, grant, or other types of student aid you have received or expect to receive.

**Keep copies of all application materials and  
loan papers in your portfolio.**

---

## Chapter 9 : Incarcerated Veterans Re-Entry

---

- ✓ Understand objectives of program.
- ✓ Qualifications of program.
- ✓ How to enroll program.

### **Incarcerated Veterans Re-Entry Services and Resources**

DISABILITY OR DEATH PENSION PAID TO AN INCARCERATED BENEFICIARY MUST BE DISCONTINUED. DISABILITY COMPENSATION PAID TO AN INCARCERATED VETERAN RATED 20-PERCENT OR MORE DISABLED IS LIMITED TO THE 10 PERCENT RATE. FOR A SURVIVING SPOUSE, CHILD OR DEPENDENT PARENT RECEIVING DEPENDENCY AND INDEMNITY COMPENSATION, OR A VETERAN WHOSE DISABILITY RATING IS 10 PERCENT, THE PAYMENT IS REDUCED TO HALF OF THE RATE PAYABLE TO A VETERAN EVALUATED AS 10 PERCENT DISABLED.

ANY AMOUNTS NOT PAID MAY BE APPORTIONED TO ELIGIBLE DEPENDENTS. PAYMENTS ARE NOT REDUCED FOR PARTICIPANTS IN WORK-RELEASE PROGRAMS, RESIDING IN HALFWAY HOUSES OR UNDER COMMUNITY CONTROL.

FAILURE TO NOTIFY VA OF A VETERAN'S INCARCERATION CAN RESULT IN OVERPAYMENT OF BENEFITS AND THE SUBSEQUENT LOSS OF ALL VA FINANCIAL BENEFITS UNTIL THE OVERPAYMENT IS RECOVERED. VA BENEFITS WILL NOT BE PROVIDED TO ANY VETERAN OR DEPENDENT WANTED FOR AN OUTSTANDING FELONY WARRANT.

PERSONS CONVICTED OF A FEDERAL OR STATE CAPITAL CRIME ARE BARRED FROM RECEIVING VA BURIAL BENEFITS.

SOURCE URL: [HTTP://WWW1.VA.GOV/OPA/IS1/9.ASP](http://www1.va.gov/opa/is1/9.asp)

---

## ***Incarcerated Veterans Q & A***

### ***Can a Veteran Receive VA Benefits While in Prison?***

VA can pay certain benefits to veterans who are incarcerated in a Federal, state, or local penal institution. However, the amount we can pay depends on the type of benefit and reason for incarceration. This fact sheet provides information about the benefits most commonly effected by imprisonment.

#### **How Will Your Imprisonment Effect the Payment of: *VA Disability Compensation?***

Your monthly payment will be reduced beginning with the 61<sup>st</sup> day of your imprisonment for a *felony*. If your payment before you went to prison was \$218 or more, your new payment amount will be \$112. If you were getting \$112 before you were imprisoned, your new payment will be \$56. Compensation benefits are not reduced if imprisoned for a *misdemeanor*.

#### ***VA Disability Pension?***

If you are imprisoned in a Federal, state, or local penal institution as the result of conviction of a *felony or misdemeanor*, such pension payment will be discontinued effective on the 61<sup>st</sup> day of imprisonment following conviction.

*Note: When you are released from incarceration, your normal benefits will be restored. You are considered to have been released from incarceration if you are paroled or participating in a work release or half-way house program.*

#### **Are You Eligible for VA Medical Care While Imprisoned?**

While incarcerated veterans do not forfeit their eligibility for medical care; however, current regulations restrict VA from providing hospital and outpatient care to an incarcerated veteran who is an inmate in an institution of another government agency when that agency has a duty to give the care or services.

VA may provide care once the veteran has been unconditionally released from the penal institution. Veterans interested in applying for enrollment into the VA health care system should contact the nearest VA health care facility upon their release.

**Can Your Spouse, Children, or Dependent Parent(s) Receive Any of the Money Not Paid To You Because of Imprisonment?**

---

VA can take all or part of the benefits you are not receiving and apportion it to your spouse, child or children, and dependent parents on the basis of individual need. They should contact the nearest VA regional office for details on how to apply. They will be asked to provide income information as part of the application process.

### ***Will Your Benefits Be Automatically Resumed When You Get out of Prison?***

Your award for compensation or pension benefits shall be resumed the date of release from incarceration if the Department of Veterans Affairs receives notice of release within 1 year following release. Depending on the type of disability, VA may schedule you for a medical examination to see if your disability has improved. You will need to visit or call your local VA regional office for assistance.

### ***Compensation & Pension Service - April 2006***

PDF <http://www.FedCURE.org/documents/VA-Dept-IncarceratedVeterans2006.pdf>

Source URL:

[http://www.vba.va.gov/benefit\\_facts/MISC/English/Incarceratedeg\\_0406.doc](http://www.vba.va.gov/benefit_facts/MISC/English/Incarceratedeg_0406.doc)

### ***Incarcerated Veterans Transition Program***

The Incarcerated Veterans Transition Program (IV-TP), managed by the U.S. Department of Labor, Veterans' Employment and Training Service (VETS), is designed to help ex-offender veterans who are at risk of homelessness to reenter the workforce. The program provides direct services - through a case management approach - to link incarcerated veterans with appropriate employment and life skills support as they transition from a correctional facility into the community. Go here for more: [Incarcerated Veterans Transition Program](#).

### ***What is the Incarcerated Veterans Transition Program?***

The Incarcerated Veterans Transition Program (IV-TP), managed by the U.S. Department of Labor, Veterans' Employment and Training Service (VETS), is designed to help ex-offender veterans who are at risk of homelessness to reenter the workforce. The program provides direct

---

services – through a case management approach – to link incarcerated veterans with appropriate employment and life skills support as they transition from a correctional facility into the community.

The primary objectives of IV-TP are:

- To provide services to assist in reintegrating incarcerated veterans into meaningful employment within the labor force; and
- To stimulate the development of effective service delivery systems that

will address the complex problems facing ex-offender veterans.

### **What services are provided through IV-TP?**

IV-TP provides comprehensive services for veterans with an employment focus.

Employment services may include:

- Job search activities/counseling
- Job preparatory training
- Classroom training
- Job placement and follow-up services

### **Guidance for Clients**

In addition to employment services, applicants who receive IV-TP funding will:

- focus on “in-reach” activities within a correctional facility to identify appropriate participants;
- coordinate and link clients with existing federal, state, and local entitlement, workforce development, veterans, and re-entry programs; and
- provide clients with necessary referrals for healthcare, counseling, treatment, and housing services.

### **Who Receives IV-TP funding?**

Applicants familiar with incarcerated veterans populations and with demonstrated expertise in administering an effective employment and training program may receive IV-TP funding. VETS encourages partnerships among the public agencies, private non-profits, businesses, and faith-based or community-based organizations. Collaborators understand the barriers to employment for this population and possess capabilities to effectively provide necessary services. Eligible entities include:

- State and local Workforce Investment Boards (WIBS), as defined in Section 111 and 117 of the Workforce Investment Act.

- State or local public agencies. Note:

A state agency may provide service to one or more of the potential jurisdictions located in its state.

- For-profit/commercial entities.

- Private non-profit organizations including faith-based and community-based organizations.

- 
- ☐☐ Applicants must have demonstrated competence to manage grants and provide linkages to other service providers

### ***Who is Eligible to participate in an IV-TP program?***

To be eligible to participate in IV-TP, an individual must be a veteran and within 18 months of release from a participating correctional institution or facility. The term "veteran" means a person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable.

#### **Other Requirements**

- ☐☐ IV-TP grantees are required to use a case management approach to coordinate the services provided to previously incarcerated veterans.
- ☐☐ All IV-TP grantees are subject to monitoring by VETS' staff

**Point of Contacts for Alachua County (VISN 8) is:** Taylor Alyea [Taylor.Alyea@va.gov](mailto:Taylor.Alyea@va.gov) and Michelle Carroll [Michelle.Carroll@va.gov](mailto:Michelle.Carroll@va.gov)

#### ***Taylor J. Alyea, MSW***

*United States Department of Veterans Affairs  
Health Care for Re-entry Veterans Program  
HCRV Specialist, VISN 8  
620 NW 16th Avenue  
Gainesville, FL 32609  
Toll Free: (800) 324-8387 x 7461  
Direct Line: (352) 371-5998  
Fax : (352) 416-0598*

Malcom Randall VA Medical Center  
1601 SW Archer Road  
Gainesville, FL 32608  
Phone: 352-376-1611  
Toll Free: 800-324-8387

#### **Help Seeking Benefits**

**County Veteran Service Officer** in your area, or call your county government information line to see if there is one in your area.

Many **Veterans Service Organizations** have trained staff who can help you with your VA claim, and can legally represent you before the VA.

Some also help homeless and at-risk veterans find the support services they need. You can contact any VSO listed below to see if there is a service representative near you, or find a list of VA- recognized VSOs online at: [www1.va.gov/vso/index.cfm](http://www1.va.gov/vso/index.cfm).

#### **The American Legion**

National Headquarters, PO Box 1055, Indianapolis, IN 46206

---

1-317-630-1200 ♦ web: [www.legion.org](http://www.legion.org)

**AMVETS**

Natl. Service Officers, 4647 Forbes Blvd., Lanham, MD 20706

1-877-726-8387 ♦ web: [www.amvets.org](http://www.amvets.org)

DRAFT

# Chapter 10: Sample Resume

- ✓ Visualize the date required for a typical resume
- ✓ How to organize the required data.

JOHN DOE  
Address Line 1  
City, State Zip Code  
Tel: (xxx)xxx-xxxx  
Email: [Johndoe@gmail.com](mailto:Johndoe@gmail.com)

## WORK EXPERIENCE:

### 2002-2005 **Substance Abuse Program Facilitator**

*NYS Office of Alcohol and Substances Abuse, Naponach, NY*

Facilitated daily group sessions. Held clients accountable for program requirements. Oversaw weekly meetings of group leaders.

### 1993-2002 **Inventory Clerk / Textile Issue**

*Corcraft Industries, Plattsburg, NY*

Received and counted stock items and recorded data. Stored items in an orderly and accessible manner. Issued textile material to workers.

## VOLUNTEER EXPERIENCE:

### 1995-1998 **HIV/AIDS Peer Educator**

*AIDS Council of North Eastern New York, Plattsburg, NY*

Gave presentations on the perils of the disease, with an emphasis on prevention and risk reduction.

### 1992-1993 **Tutor**

*Literacy Volunteers of America, Westchester, NY*

Tutored functionally illiterate adults in reading, writing, and math.

## EDUCATION:

2000-2003 **Clinton Community College (SUNY)**, Plattsburg, NY

Associate in Science Degree, Social Science / Humanities, GPA: 3.9

1998 **Clinton Adult School**, Plattsburg, NY

High School Equivalency

## CERTIFICATIONS:

1995 **AIDS Council of North Eastern New York**, Albany, NY

HIV/AIDS Peer Education, 120 Hours

1992 **Literacy Volunteers of America (Tutoring Program)**, Westchester, NY

Basic Reading / Math / Writing - ESL Workshop

---

**ADDITIONAL SKILLS:**

**Computer skills**

Knowledge of Microsoft Office programs including Word, Excel, and Publisher

**Conversational in Spanish**

References available upon request



DRAFT

---

# Chapter 10: Don't be stuck on College

---

- ✓ There are alternatives to college

## *Internships*

### **What you need to know**

Internships are part-time jobs (usually between five and 15 hours per week) designed to provide real world experience in your field of study. While some internships are unpaid, some pay a small hourly wage or can be completed for school credit. To learn more about the internship programs available at your college, contact the internship office (often housed in the career development department).

### **Why**

Internships help you decide whether you will enjoy working in a particular field. If you want to work at a specific organization, agency, or business, an internship can help you get your foot in the door. Internships improve your resume. Online courses and degrees

### **What you need to know**

Many colleges now offer **distance learning** through the Internet. Courses are conducted by an instructor at the college and require you to submit assignments over the Internet. Online courses can be taken along with regular classroom courses or you can earn a degree online.

### **Why**

Online courses and degrees may be useful if you are an advanced student whose schedule or location does not allow you to attend regular classes.

### **Important Warnings**

*Online courses require students to be self-directed and motivated, skilled with computers, comfortable with using web browsers and email, and well-versed in word-processing programs.*

*It is difficult to get direct assistance from your instructor when you need help with an assignment. Contact with instructors occurs over email or the telephone. Online courses require continuous access to the Internet. Online courses and degrees are often offered by schools that are not accredited.*

### **Considerations and Advice**

---

## Vocational Programs

Vocational programs provide you with a specific set of skills required for a specific job. They are also referred to as occupational, votech, or career and technical education programs. Vocational programs combine textbook theory with hands-on training, allowing you to learn the ideas and the practical skills for a trade at the same time. The following list includes some of the trades and professions for which vocational programs can prepare you:

### **Important facts about vocational programs**

They take less time to complete than academic college degree programs. They are available through public community and technical colleges, as well as private trade schools. They generally offer a vocational certificate upon completion of the required courses. Some community colleges and professional schools award an Associate of Arts or Associate of Sciences degree. These programs can take from several months to several years to complete, depending on the type of program you choose and whether you enroll on a part-time or full-time basis.

**Cost:** Varies by location, school, and program. Community colleges are usually the least expensive option.

### ***How to find programs that offer vocational certificates and degrees:***

If you are in prison, ask the education department at your facility or your counselor or case manager to help you identify vocational programs in your community. For a listing of schools that offer vocational programs, go to:<http://www.careerinfonet.org>.

Click "Training and Education"

Click "Find Education and Training"

Search for programs by occupation, instructional program title, or the name of the school

Search for your local community college at the American Association of Community Colleges' website.

Go to: <http://www.aacc.nche.edu> and scroll down to the heading "Find Your Community College."

### Important Considerations and Advice

---

One-Stop Career Centers can guide you to vocational programs in your area of interest.

**To enroll:**

Vocational programs usually have an “open door policy” for admissions. This means that if you meet the education requirement you are automatically admitted as long as space is available. The requirement is usually having a high school diploma or GED. When you have found a college or program that looks right for you, you will need to submit an application. Applications are usually available on the school’s website or you can call or write to the admissions office to ask them to send you an application by mail or email.

Most schools require a non-refundable application fee to process your paperwork. Check with the school’s admissions office to see if you qualify for a fee waiver. Keep a copy of your completed application and all related paperwork in your portfolio

Apprenticeships. Apprenticeships are another way to gain hands-on training in a trade or profession. Apprenticeships allow you to earn a salary while gaining valuable knowledge and experience in a specific profession. They are usually offered through trade unions. For more information on the apprenticeship programs in your area, go to:  
<http://www.careervoyages.gov>.  
Click “Student”  
Click “Apprenticeship”

***Vocational Rehabilitation***

The Vocational Rehabilitation (VR) program helps people with physical or mental disabilities get jobs and live more independently. Addiction may qualify as a disability

**Services:**

Counseling Job training Medical and psychological services Other individualized services

**How to find VR programs:**

To learn more about VR programs, call 1-202-245-1488 or write to:  
Rehabilitation Services Administration  
400 Maryland Avenue, S.W.  
Washington, DC 20202-2800

You can locate VR offices in your state at:

---

<http://www.jan.wvu.edu/SBSES/VOCREHAB.HTM>.

Search the Internet using terms like “vocational rehabilitation” and “voc rehab.”

Be sure to include the name of your city or neighborhood as a search term.

### ***Job Corps***

Job Corps is a great opportunity for young people ages 16 to 24 to earn a free vocational education while receiving a monthly allowance. Typically, participants live at a Job Corps residential center while receiving training. To learn more about Job Corps and to find the Job Corps center nearest you, call 1-800-733-5627 or go to: <http://jobcorps.dol.gov>.

### ***Academic Programs***

**Community colleges, four-year colleges, and universities** provide you with the opportunity to pursue an academic education. Most academic programs don't prepare you for a specific job or profession. Instead, they are designed to give you a wide variety of skills that will help you to succeed in whichever career you choose. These skills include writing, research, critical thinking, and communication.

#### **Important facts about academic programs**

If you decide to pursue an academic education, you can choose to work toward an Associate's degree (60 credits/two years of full-time course work) or a Bachelor's degree (120 credits/four years of full-time course work). For students who haven't been in school for a while, the most common path towards an academic degree begins at a community college. Many community colleges offer **dual enrollment programs**, which allow you to earn an adult high school diploma or GED and college credits at the same time. Also, by enrolling in a community college, you can earn an Associate's degree and then transfer to a four-year college or university to earn a Bachelor's degree.

Because of the low-cost of **tuition** and the variety of programs they offer, community colleges are the ideal starting place for a college education for many students.

### ***Community Colleges Services***

Inexpensive, high quality college courses  
Dual enrollment programs Associate degree programs Opportunity to earn general education requirements you can transfer to a four-year

---

college or university Extensive remedial courses and courses geared towards students with learning differences Agreements with four-year colleges and universities that guarantee you can transfer credits to those schools

**Cost:**

Varies by state. In 2007, community college students paid an average of \$2,272 for tuition and fees for the school year (according to the American Association of Community Colleges). See pages 41-48 for more information on getting help to pay for college.

**How to find community colleges**

If you are in prison, ask the education department staff or your counselor or case manager to help you identify community colleges in your community Search for your local community college at the American Association of Community Colleges' website. Go to: <http://www.aacc.nche.edu> and scroll down to the heading "Find Your Community College."

**To enroll**

Usually community colleges have what is called an "open door policy" for admissions. This means that if you meet the education requirement you are automatically admitted as long as space is available. The requirement is usually having a high school diploma or GED. However, based on your scores on placement tests, you may be required to enroll in remedial courses to improve your skills in English and math.

When you have found a college that looks right for you, you will need to submit an application. Applications are often available on the school's website or you can call or write to the admissions office to ask them to send you an application by mail or email. Most schools require a non-refundable application fee to process your paperwork. Check with the school's admissions office to see if you qualify for a fee waiver.

Keep a copy of the completed application and related paperwork in your portfolio. Four-year colleges and universities Four-year colleges and universities include both public and private institutions where you can earn a Bachelor of Sciences or a Bachelor of Arts degree upon completion. To earn a Bachelor's degree, you can begin your coursework at a community college and transfer to a four-year college or university, or you can apply directly once you earn your GED or high school diploma.

**Cost:** Varies by school. Private colleges and universities will be more expensive than public colleges and universities.

---

### ***How to find four-year colleges and universities:***

For a list of four-year colleges and universities near you, go to: <http://www.collegeboard.com> and click “College Board’s free college search tool.”

#### **To apply:**

When you have found a college or university that looks right for you, you will need to submit an application. Applications are often available on the school’s website or you can call or write to the admissions office to ask them to send you an application by mail or email.

In the application packet, the school will provide you with a list of materials to submit. The school will review these materials in order to decide whether to admit you as a student. In addition to an application fee, four-year colleges and universities might also require an official copy of your high school or GED transcript, a **personal statement**, a **letter of recommendation** and **immunization records**. If you are applying directly as a first-year student, these schools may also require test scores from the ACT and/or SAT, which are standardized aptitude and achievement tests. You can get more information on the SAT at: <http://www.collegeboard.com> and on the ACT at: <http://www.actstudent.org>. Keep a copy of the completed application and related paperwork in your portfolio.

#### **Important Tip**

*Many people choose to transfer from a community college rather than apply directly to a four-year college or university. They select this option because public college and university systems usually guarantee a certain number of spots for students who transfer from community colleges. Since the application process for four-year colleges and universities tends to be very competitive, you might have a better chance of being accepted if you transfer from a community college.*

#### **Advanced degrees**

Some professions, such as social work, require an advanced degree (Master’s degree or Ph.D.). If you are interested in furthering your education beyond a Bachelor’s degree or in pursuing a career in a field that requires an advanced degree, universities provide graduate programs where you can earn a Ph.D. or Master’s degree. The Princeton Review provides information on graduate programs across the country and discusses which programs are appropriate for

---

your field of interest.

Go to: <http://www.princetonreview.com>.

Transferring Credit

Prior college credit

If you earned vocational or academic credit while in prison or before, you might be able to apply those credits toward the degree you are planning to earn.

### **Requesting your official transcripts**

During the application process, the school to which you are applying will ask you to provide **official transcripts** from the college(s) you attended in the past.

Contact the admissions and records office of the school(s) you attended to find out how to request official transcripts. There is usually a small fee (\$2 - \$10) associated with getting official transcripts. If you earned college credit while incarcerated, contact the school that provided the course or program to request a copy of your official transcripts.